

DOWNTOWN KALAMAZOO INCORPORATED
JOB DESCRIPTION: EXECUTIVE ASSISTANT/RECEPTIONIST

POSITION SUMMARY:

Executive Assistant/Receptionist position available. Provides support services to the Executive Director and other staff as needed. This a part-time salaried position estimated at (20) hours per week. Pay range \$11/hour to \$15/hour.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- Answer phones and refer calls to appropriate staff, city department, or other organization, serving as an information resource for Downtown Kalamazoo.
- Greet visitors and direct to appropriate staff person, city department, or other business or organization and serve as information resource for Downtown Kalamazoo.
- Meeting coordination.
- Responsible for Board and Committee agendas and minutes, maintenance of Board books, and preparation of orientation binders.
- Prepares and coordinates necessary documents, photocopying, and assembly of documents for various meetings.
- Emails or places phone and conference calls for meeting reminders.
- Maintain DKI calendar.
- Maintain office supplies, equipment, and meeting supplies.
- Administration of Downtown Dollar program.
- Provides support services to the Executive Director as well as other staff as necessary.
- Computer knowledge in Microsoft Word, Excel, Outlook, Publisher, and PowerPoint.
- IT knowledge a plus- phones, computers, web, printers, and copiers.

REQUIREMENTS:

- Strong interpersonal skills
- Ability to handle questions/complaints in a professional manner.
- Strong typing skills. Minimum of (60) words/minute.

APPLICATION DEADLINE: February 7, 2014

Applications may be submitted to: Steve Deisler
Executive Director
141 East Michigan Avenue, Suite 501
Kalamazoo, MI 49007

SDeisler@dkl.org
www.downtownkalamazoo.org